



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

10/29/15

Shyanne Foreman  
200 9<sup>th</sup> Ave  
Durant, IA 52747

Dear Child Care Provider,

This letter is in regards to the 10/16/15 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

**FINDINGS:** *Identify FINDINGS in each area of non-compliance.*

☐ 441 IAC 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

***Non-compliance items are marked below.***

☐ 441 IAC 110.5(1)“a” The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child’s parent, for a responsible person who can be reached when the parent cannot, and for the child’s physician shall be written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information

***Need to place a copy of emergency parent contact information in all vehicles used to transport children.***

☐ 441 IAC 110.5(1)“c” A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, antiseptic cleaning materials, disposable tweezers, and disposable plastic gloves.

***Need gloves for first aid kit in the child development home. Need to place a first aid kit in all vehicles used to transport children.***

- ☐ 441 IAC 110.5(1)“q” Providers shall inform parents of the presence of any pet in the home.

**(1)** Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. This examination shall verify that the animal’s routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites (fleas, mites, ticks, lice).

**2 dogs and 4 cats need records of annual examinations on required form 470-5153. If 3 foster cats remain in the home, they will need record of annual examination. DHS provided the required form.**

- ☐ 441 IAC 110.5(1)“u” The provider shall have written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.

**Need to update your policy for caring for mildly ill children.**

- ☐ 441 IAC 110.5(1)“v” The provider shall have written policy and procedures for responding to health-related emergencies

**Need to update your policy for responding to health-related emergencies.**

- ☐ 441 IAC 110.5(2)“a” A physician’s examination report for the provider and all members of the household . Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to initial registration; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

**Need all household physicals documented on required form 470-5152. DHS provided the required form.**

- ☐ 441 IAC110.5(2)“c” An individual file is maintained for each staff assistant and contains:

**(2)** A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

**Need a physical for Kevin on required form 470-5152. DHS provided the required form.**

**(3)** Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

**Need to have Kevin complete Mandatory Reporter of Child Abuse training. Online training can be found at <http://dhs.training-source.org>**

☐ 441 IAC 110.5(2)“d” An individual file is maintained for each substitute and contains:

**(2)** A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

***Need a physical for Kevin on required form 470-5152. DHS provided required form.***

**(3)** Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

***Need to have Kevin complete Mandatory Reporter of Child Abuse training. Online training can be found at <http://dhs.training-source.org>***

**(4)** Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

***Need to have Kevin complete CPR and first aid training.***

☐ 441 IAC 110.5(4) The certificate of registration shall be displayed in a conspicuous place.

***Need to display your registration certificate.***

☐ 441 IAC 110.5(8) Children’s Files. An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

***9 children enrolled. 9 files reviewed.***

☐ 441 IAC 110.5(8) “a”. Identifying information including, at a minimum, the child’s name, birth date, parent’s name, address, telephone number, special needs of the child, and the parent’s work address and telephone number.

***Need a signature and date for KM & EW.***

☐ 441 IAC 110.5 (8) “b”. Emergency information including, at a minimum, where the parent can be reached, the name, street address, city and telephone number of the child’s regular source of health care, and the name, telephone number, and relationship to the child of another adult available in case of emergency.

***Need a signature and date for KM & EW.***

☐ 441 IAC 110.5(8) “e”. A statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement.

***Need a for KM & KM.***

☐ 441 IAC 110.5(8) “h”. For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since.

***Need for EW, MW, NM, EM, EB, KM & KM.***

☐ 441 IAC 110.5(8) "g". A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization record shall be acceptable.

***Need for EW, MW & EB.***

☐ 441 IAC 110.5(8) "f". A list signed by the parent which names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child.

***Need a signature and date for KM & EW.***

**Suggestions for Improvement:**

***Provider reported she has an above ground pool. The pool was already taken down for winter before the compliance visit on 10/16/15. Discussion took place about fence requirements for next year when the pool is set up.***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home on or after **12/1/15**.

Please do not hesitate to contact me at DHS at 563-326-8215 if you have any questions regarding this letter.

Sincerely,

*Kathy Hwinker, SWII*  
Social Worker II

***MACHELLE PEZLEY***  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-538-8464(Cindy Heck).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by

going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).